Software User's Manual

REFERsy

Team No.10

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Version History

Date	Author	Version	Changes made	Rationale
04/07/15	BH	1.0	• Draft Version	• For CCD package
04/27/15	BH	2.0	• Adjust manual to follow UM template	• For AsBuilt Package

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1. Introduction

1.1 System Overview

REFERsy.com is a job search site that allows a user to connect with Facebook, LinkedIn, and G+ and find available jobs within their network of friends. Every job that you see listed will also tell you who in your network can refer you to that job. REFERsy.com aims to make getting your next job a lot easier.

1.2 System Requirements

1.2.1 Hardware Requirements

Any device with OS and web browser

1.2.2 Software Requirements

Operating System: Windows, Mac, Linux, iOS, Android
Web browser: Chrome, Firefox, Safari, IE, Opera or any other modern browsers.

2. Installation Procedures

Just using web browser to connect REFERsy.com.

3. Operational Procedures

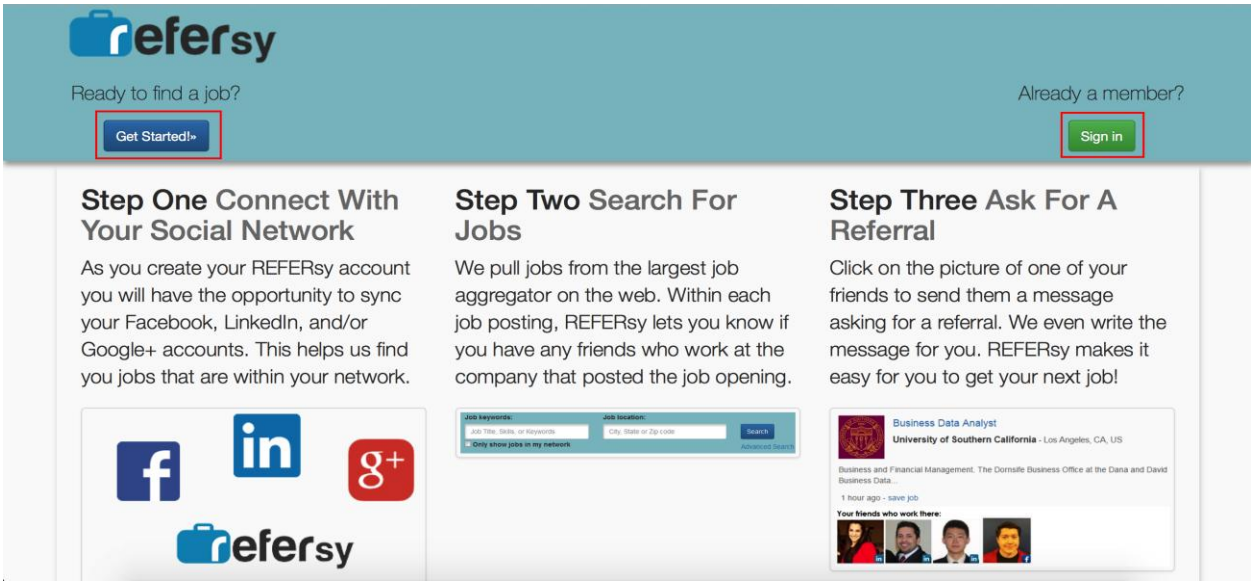
3.1 Core Capabilities:

- Account creation: The REFERsy.com system can create an account which saves user's login credentials for all of user's social networks.
- Connection to social websites: The REFERsy.com system can connect to LinkedIn, Google+, and Facebook via API so that to pool network of job seekers.
- Connection to indeed.com for job searching: The REFERsy.com system can connect to Indeed.com via its API and fetch jobs.
- Searching results combination: The REFERsy.com system can show anyone in user's social network that works at the company listed in the job search results.
- Referral request: User can easily contact someone in user's social network for a job referral through email with prefilled message.
- Email notifications: User can subscribe to email job notifications based on job searches and locations, unsubscribe from email notifications.
- Notification frequency setting: User can select the frequency of email notifications.
- Searching result saving: User can save job searches.
- Preference setting: User can mark specific jobs as favorites.

3.2 Welcome Page

The home page briefly describe what is REFERsy.com doing. Only three steps that let the user easily ask for a referral. The new coming users can click “Get Started” button to create a new REFERsy.com account or if you were already a member of REFERsy.com you could just click “Sign in” button to login.

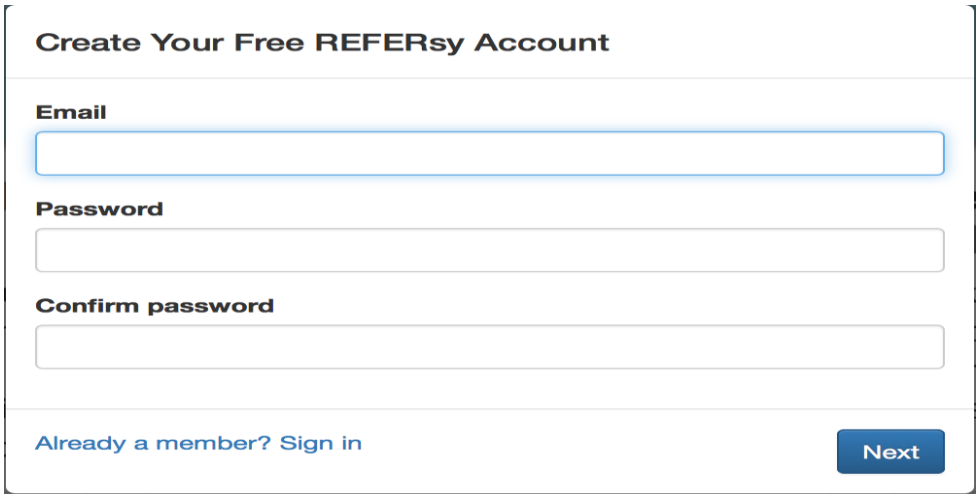
Figure 1. Welcome Page


refersy
Ready to find a job?
Get Started!»
Already a member?
Sign in
Step One Connect With Your Social Network
As you create your REFERsy account you will have the opportunity to sync your Facebook, LinkedIn, and/or Google+ accounts. This helps us find you jobs that are within your network.
Step Two Search For Jobs
We pull jobs from the largest job aggregator on the web. Within each job posting, REFERsy lets you know if you have any friends who work at the company that posted the job opening.
Step Three Ask For A Referral
Click on the picture of one of your friends to send them a message asking for a referral. We even write the message for you. REFERsy makes it easy for you to get your next job!
Business Data Analyst
University of Southern California - Los Angeles, CA, US
Your friends who work there:

3.3 Get Started

The new coming users can easily register to become members of REFERsy.com. Just type valid email address and password then click “Next” button. If you were a member, just click “Sign in” button at lower left corner.

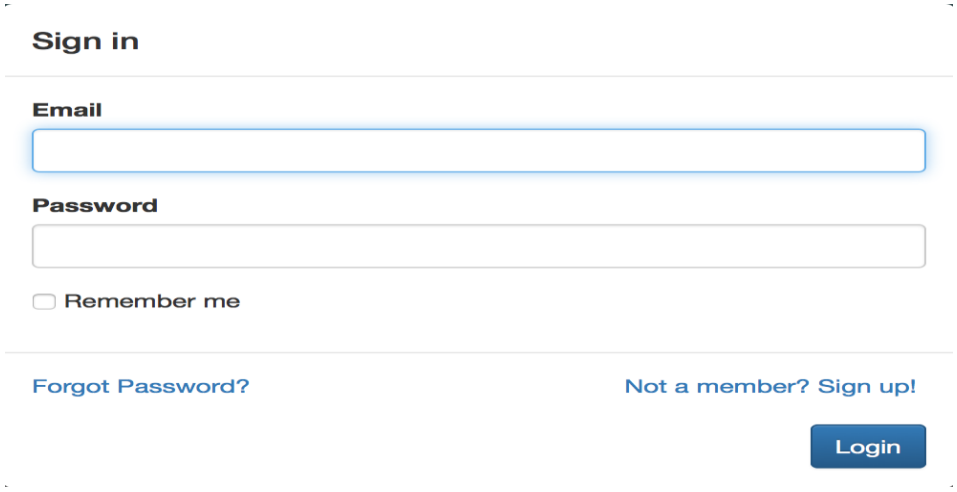
Figure 2. Sign Up Modal



3.4 Sign In

The user fills in his/her legit email address and password, then clicks “Login” button to fulfill log in process. Don’t worry if you forgot the password. You just click “Forgot Password” button and fill in your registered email address. The system will send a new password to your email address.

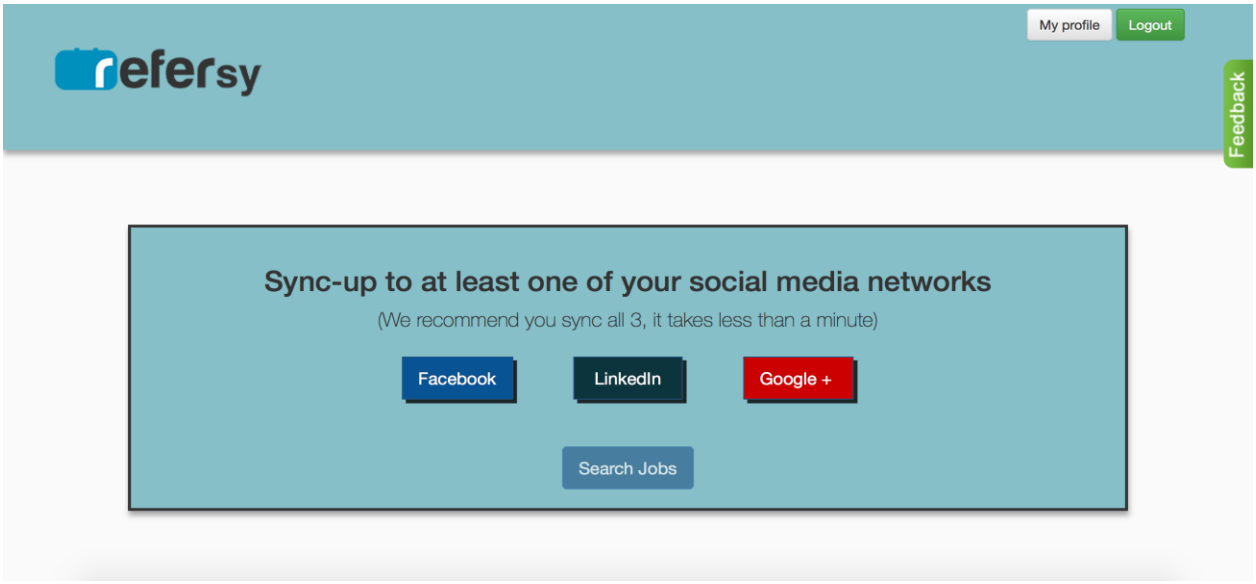
Figure 3. Sign In Modal



3.5 Sync-up to social media networks

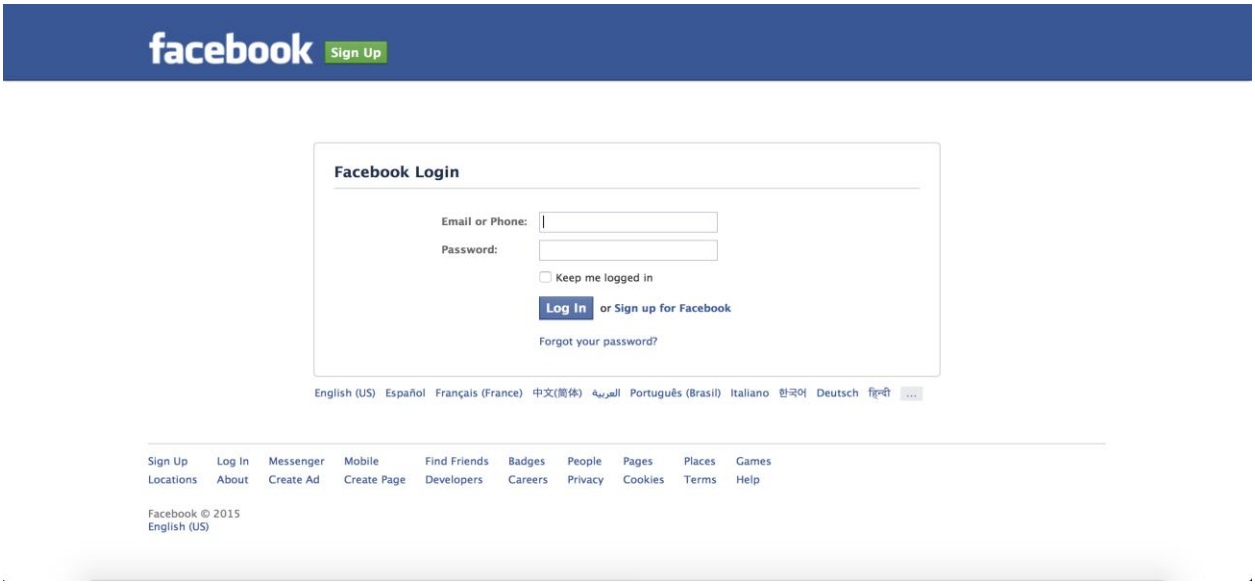
The Sync webpage let the users sync-up their social media networks include Facebook, LinkedIn, and Google+. The users just need to click Facebook, LinkedIn, Google+ buttons to process sync-up.

Figure 4. Connect With Social Network



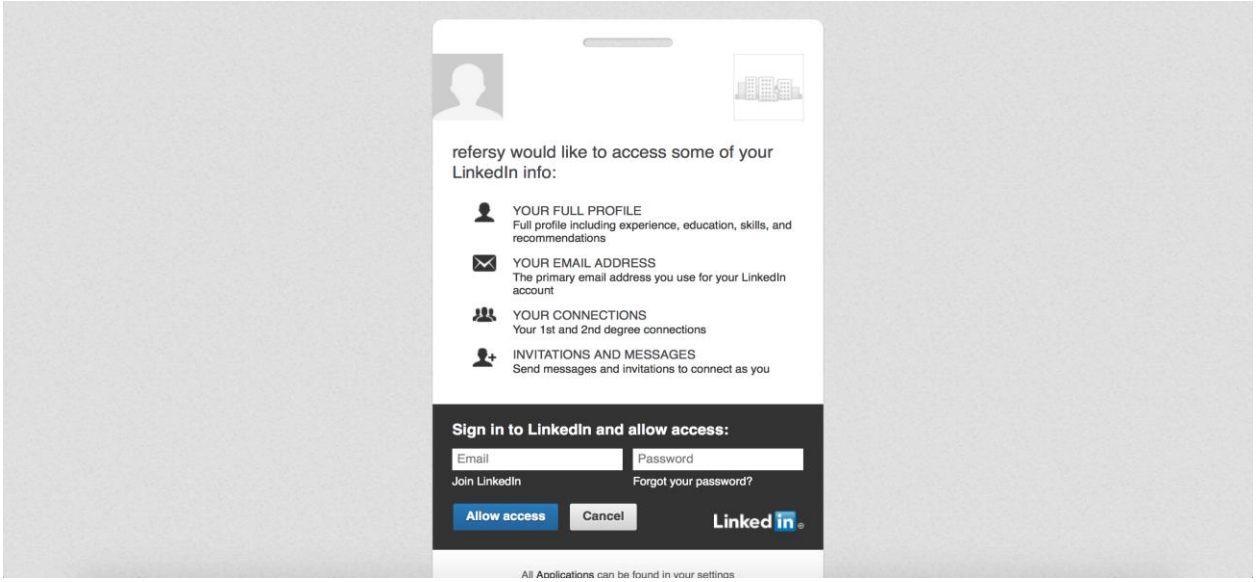
Sync-up with Facebook account. The users need to fill in their Facebook ID and password for authorization.

Figure 5. Facebook Authorization


facebook
Sign Up
Facebook Login
Email or Phone:
Password:
Keep me logged in
Log In
or Sign up for Facebook
Forgot your password?
English (US) Español Français (France) 中文(简体) العربية Português (Brasil) Italiano 한국어 Deutsch हिन्दी
Sign Up Log In Messenger Mobile Find Friends Badges People Pages Places Games
Locations About Create Ad Create Page Developers Careers Privacy Cookies Terms Help
Facebook © 2015
English (US)

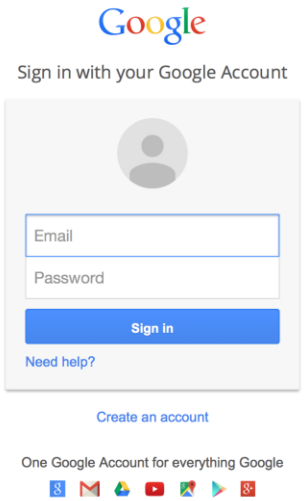
Sync-up LinkedIn account. The users need to fill in their LinkedIn ID and password for authorization.

Figure 6. LinkedIn Authorization


refersy would like to access some of your LinkedIn info:
YOUR FULL PROFILE
Full profile including experience, education, skills, and recommendations
YOUR EMAIL ADDRESS
The primary email address you use for your LinkedIn account
YOUR CONNECTIONS
Your 1st and 2nd degree connections
INVITATIONS AND MESSAGES
Send messages and invitations to connect as you
Sign in to LinkedIn and allow access:
Email
Password
Join LinkedIn
Forgot your password?
Allow access
Cancel
Linked in
All Applications can be found in your settings

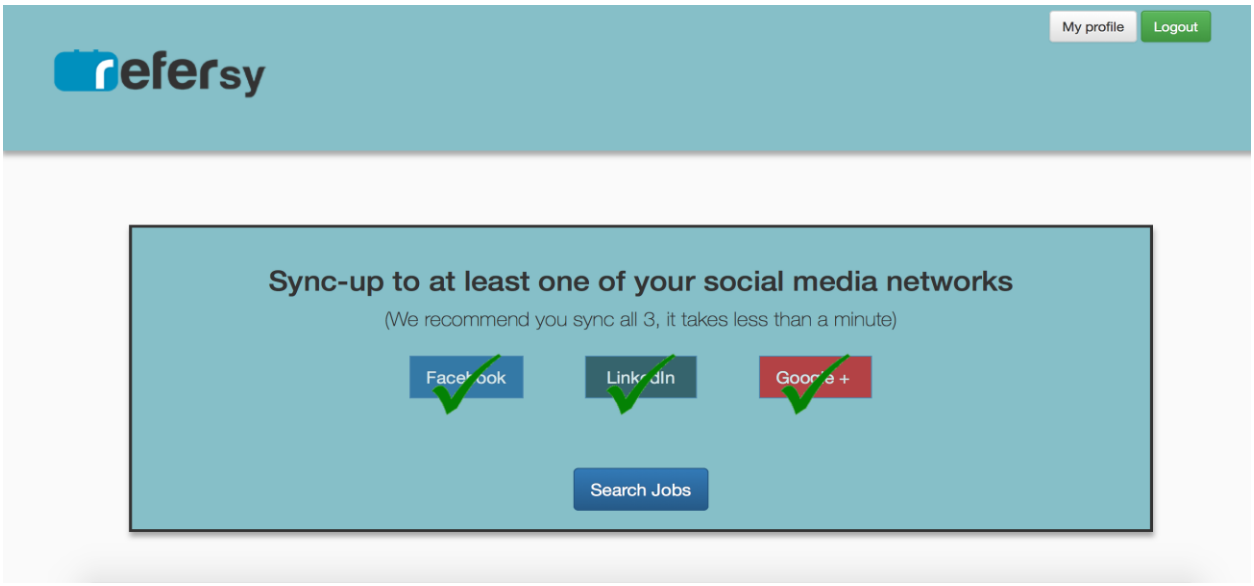
Sync-up Google+ account. The users need to fill in their Google+ ID and password for authorization.

Figure 7. Google+ Authorization



After successfully sync-up social media networks, there will have green check mark on the social media buttons.

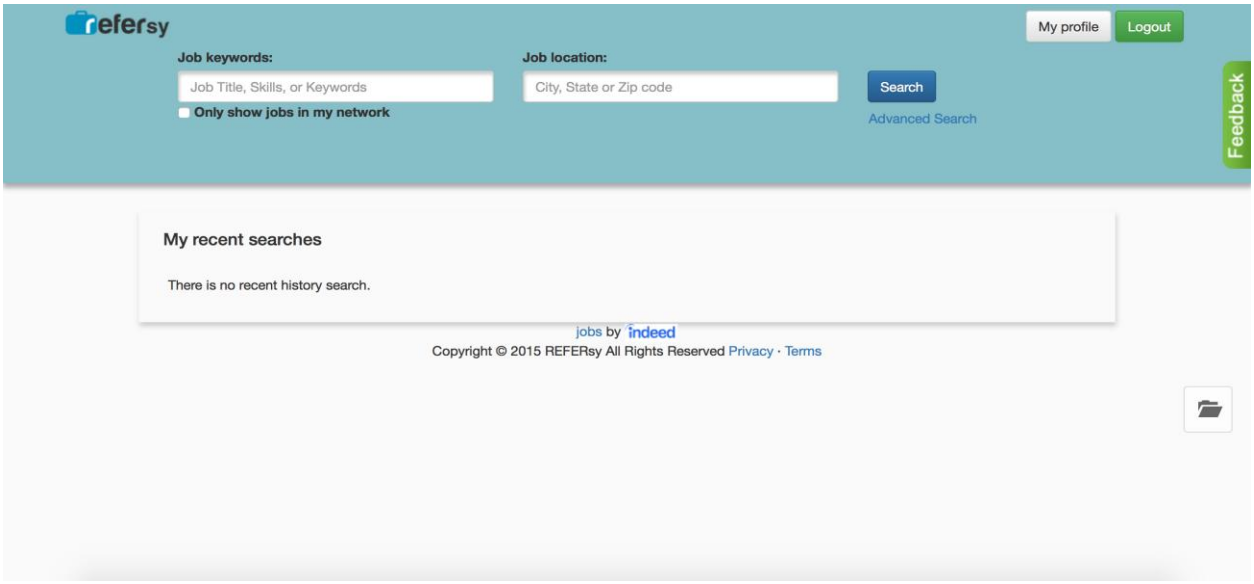
Figure 8. Indication of Successful Sync


My profile
Logout
refersy
Sync-up to at least one of your social media networks
(We recommend you sync all 3, it takes less than a minute)
Search Jobs

3.5 Job Search

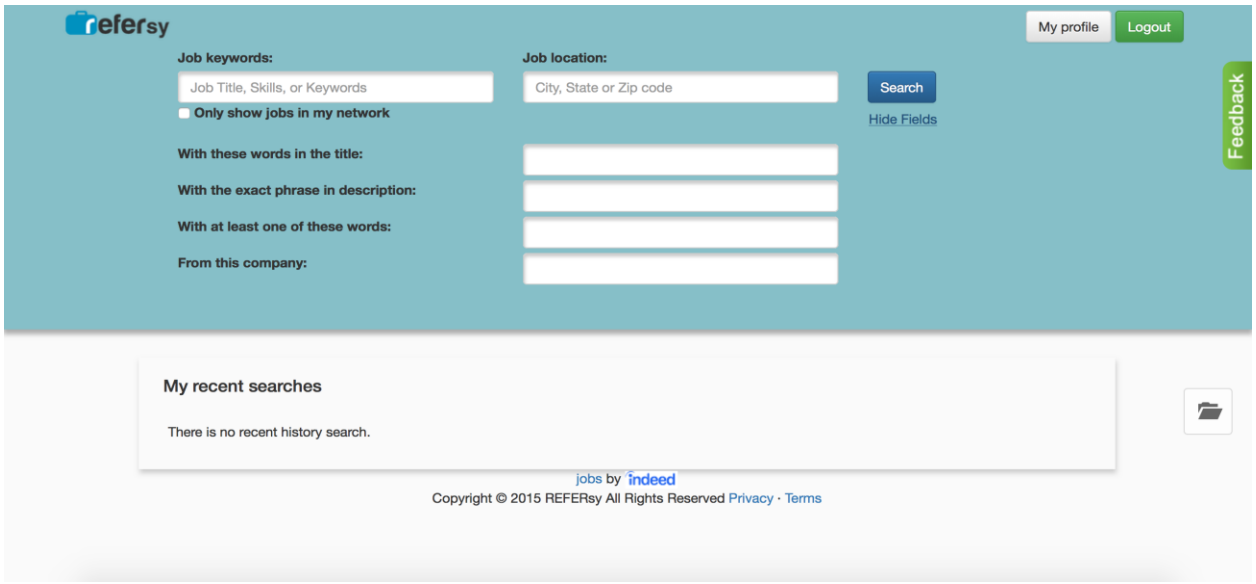
REFERsy.com uses indeed.com as job search engine; hence, the job search functions look like indeed.com. The users also can apply advanced search for specific search.

Figure 9. Search Page



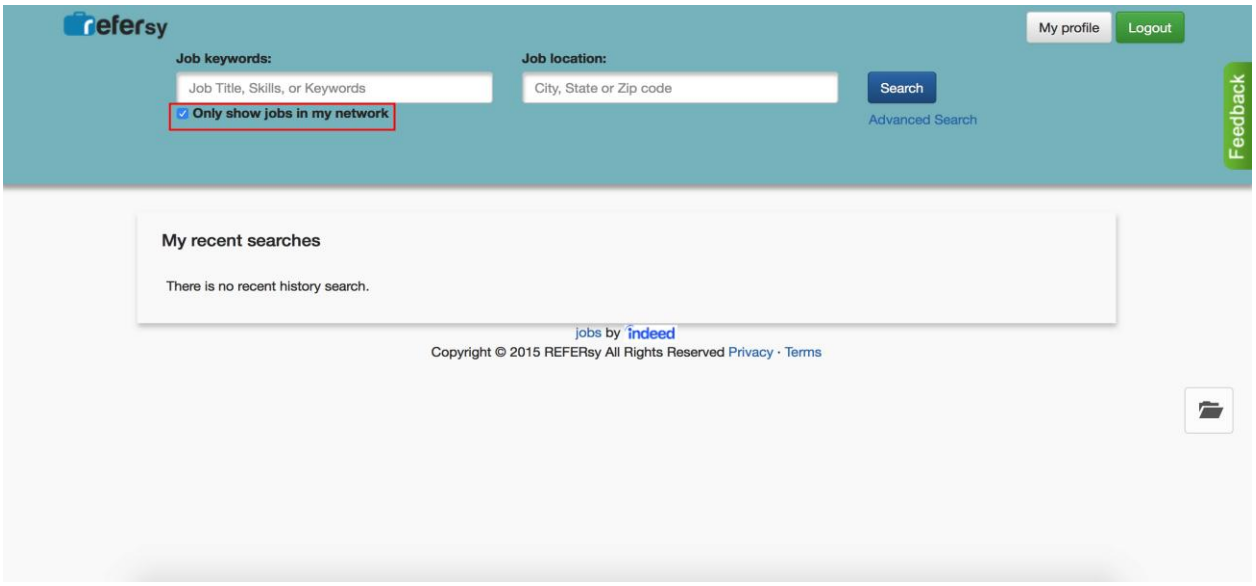
Advanced search includes words in the title, exact phrase, at least one word, and specific company.

Figure 10. Advanced Search Criteria



If the users only want to search exist job descriptions from their social network friends, just select the checkbox “only show jobs in my network”.

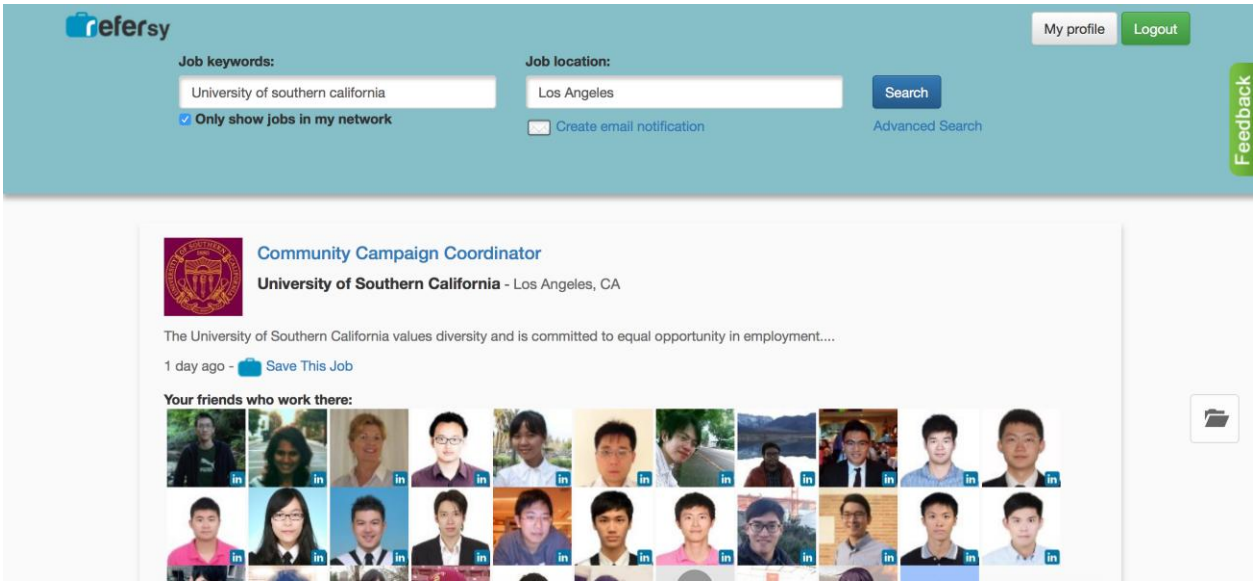
Figure 11. Only Show Jobs in My Network



3.6 Search Result

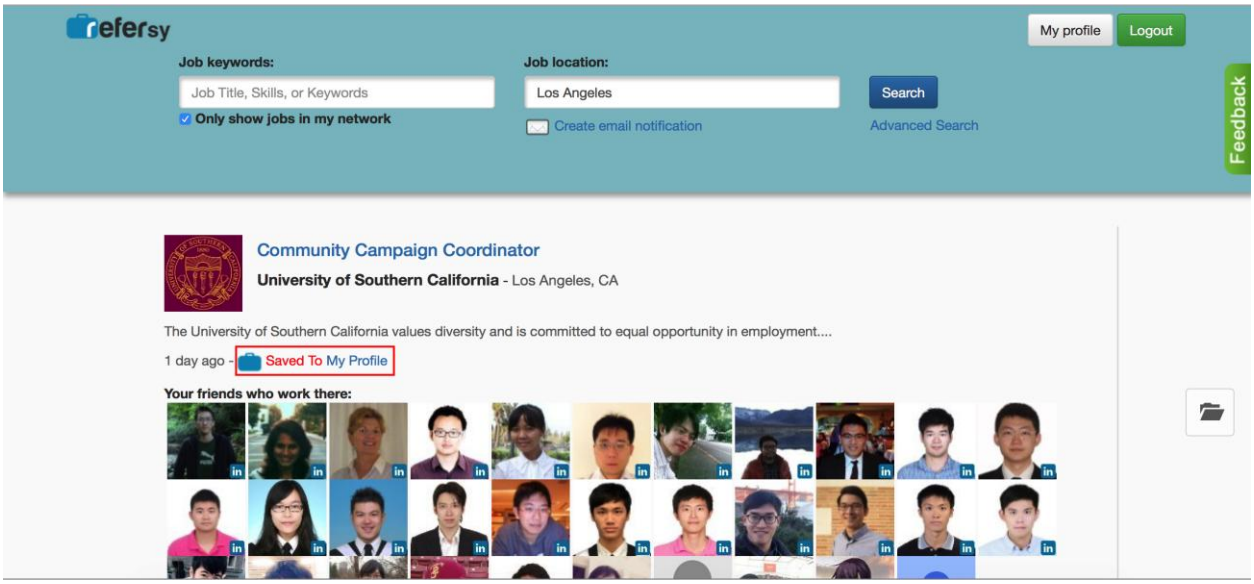
Now just fill in job title, key word, skills you are interested in and location you prefer. You can find your social network friends who are related with your search description.

Figure 12. Search Result



Users can save a job if they are interested in for future reference. Just click “Save This Job” link. The job will be saved to the user profile.

Figure 13. Save a Job



The users can set up email notification about the updating of their saved job by clicking “Create email notification”. The users also can adjust the frequency of email notification.

Figure 14. Subscribe to Email Notification

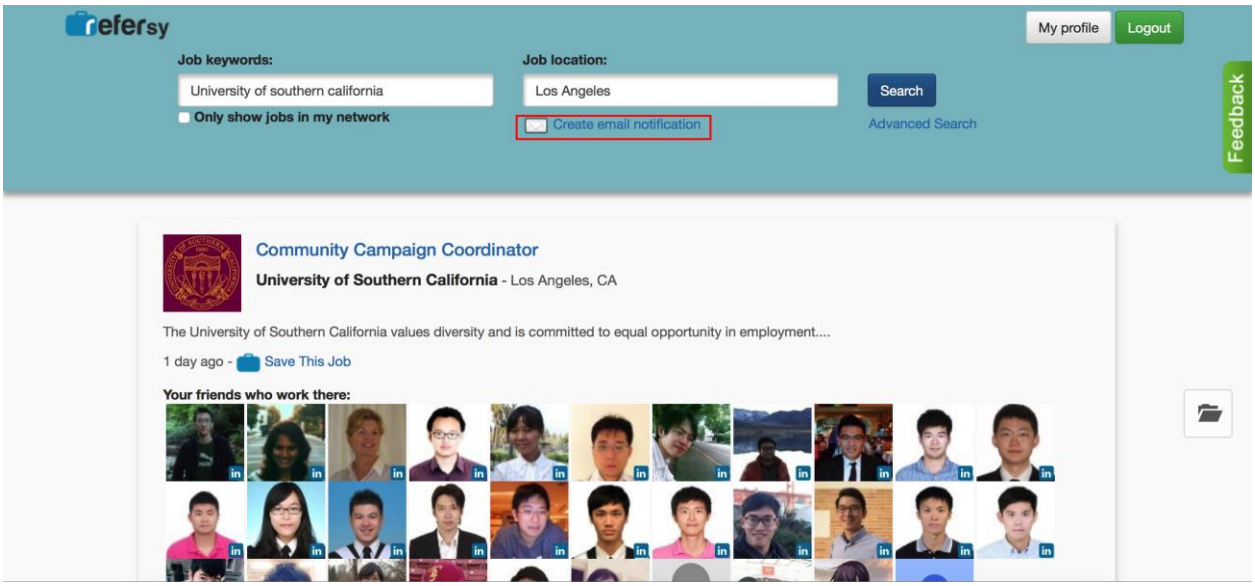
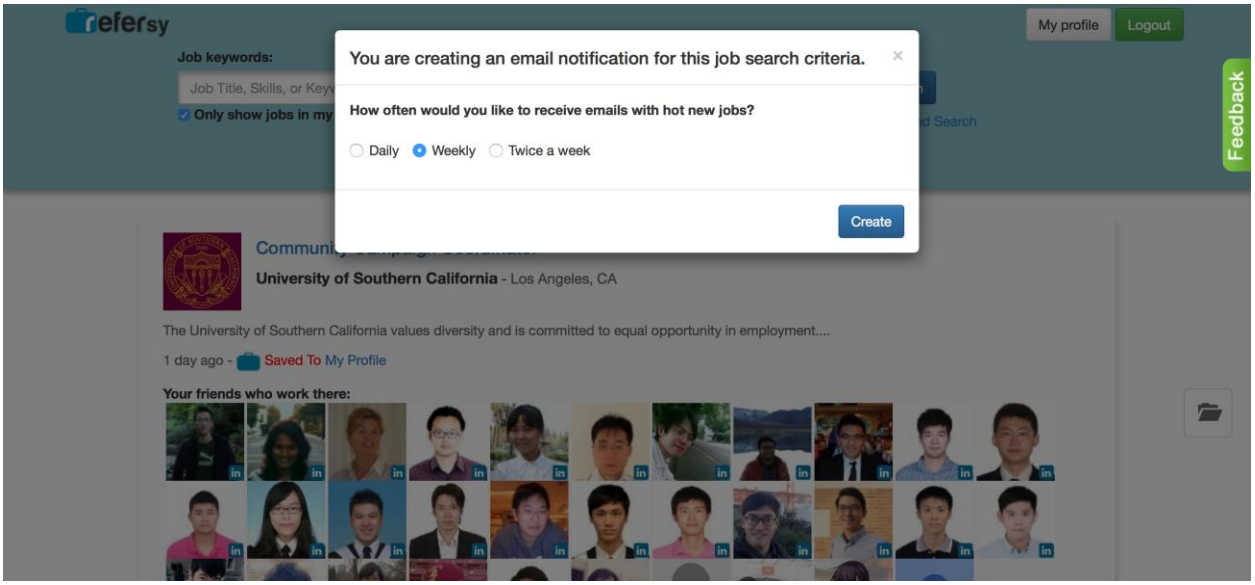

My profile
Logout
Job keywords:
University of southern california
Job location:
Los Angeles
Search
Only show jobs in my network
Create email notification
Advanced Search
Feedback
Community Campaign Coordinator
University of Southern California - Los Angeles, CA
The University of Southern California values diversity and is committed to equal opportunity in employment....
1 day ago - Save This Job
Your friends who work there:

Figure 15. Email Frequency Options


My profile
Logout
Job keywords:
You are creating an email notification for this job search criteria.
How often would you like to receive emails with hot new jobs?
Daily
Weekly
Twice a week
Create
Feedback
University of Southern California - Los Angeles, CA
The University of Southern California values diversity and is committed to equal opportunity in employment....
1 day ago - Saved To My Profile
Your friends who work there:

3.7 Sending Referral Request

Now select one of your great friends and move cursor to his/her icon, then the referral dialog will show up. Just click “Ask for a referral”, your referral message will send to your social networks friend.

Figure 16. Ask For A Referral

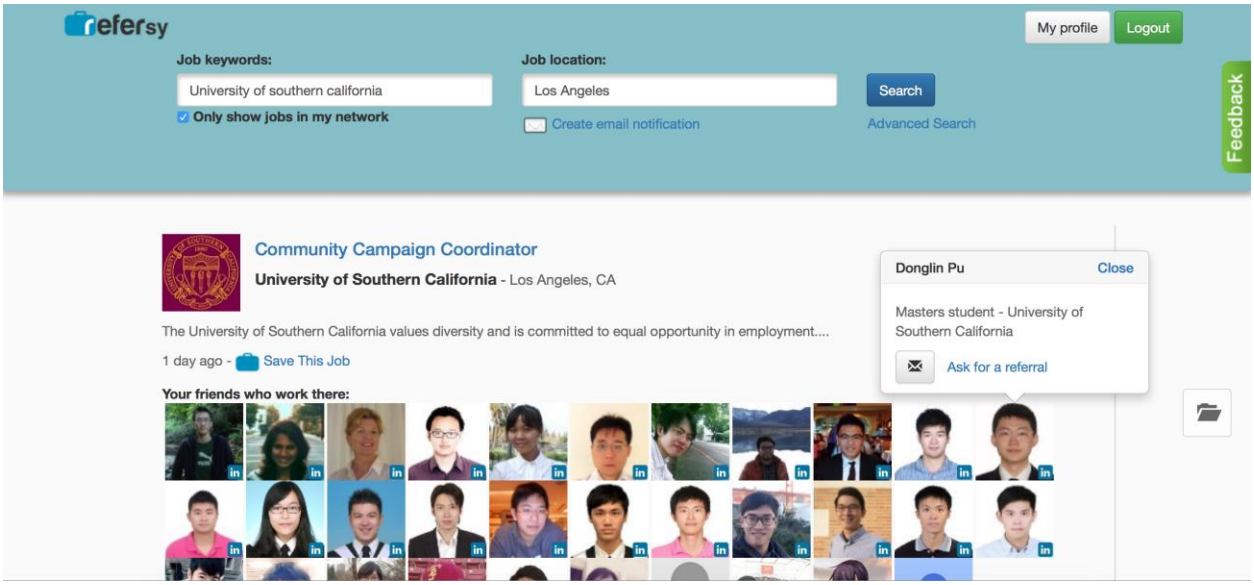
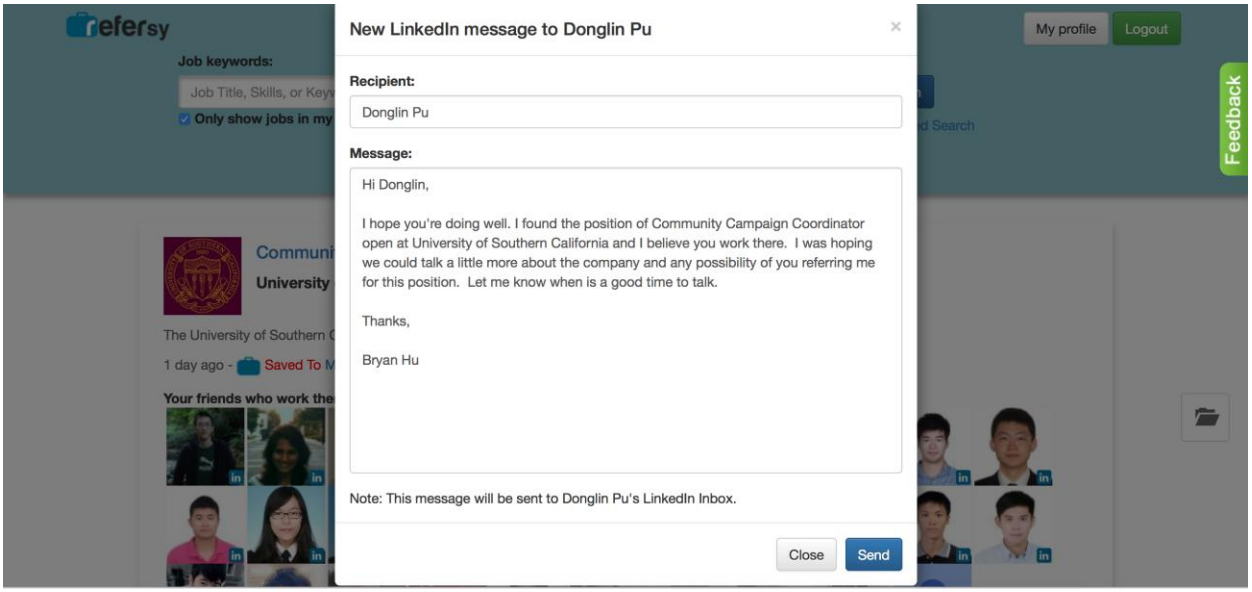


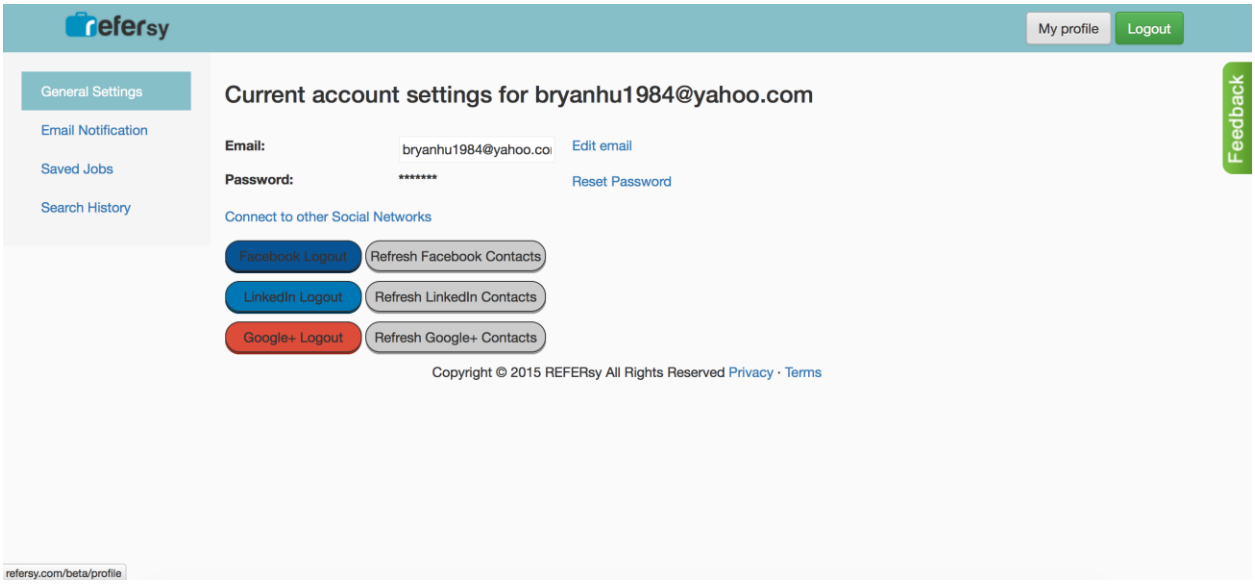
Figure 17. Default Referral Message


refersy
Job keywords:
Only show jobs in my
New LinkedIn message to Donglin Pu
Recipient:
Donglin Pu
Message:
Hi Donglin,
I hope you're doing well. I found the position of Community Campaign Coordinator open at University of Southern California and I believe you work there. I was hoping we could talk a little more about the company and any possibility of you referring me for this position. Let me know when is a good time to talk.
Thanks,
Bryan Hu
Note: This message will be sent to Donglin Pu's LinkedIn Inbox.
Close
Send
My profile
Logout
Feedback

3.8 My Profile Page

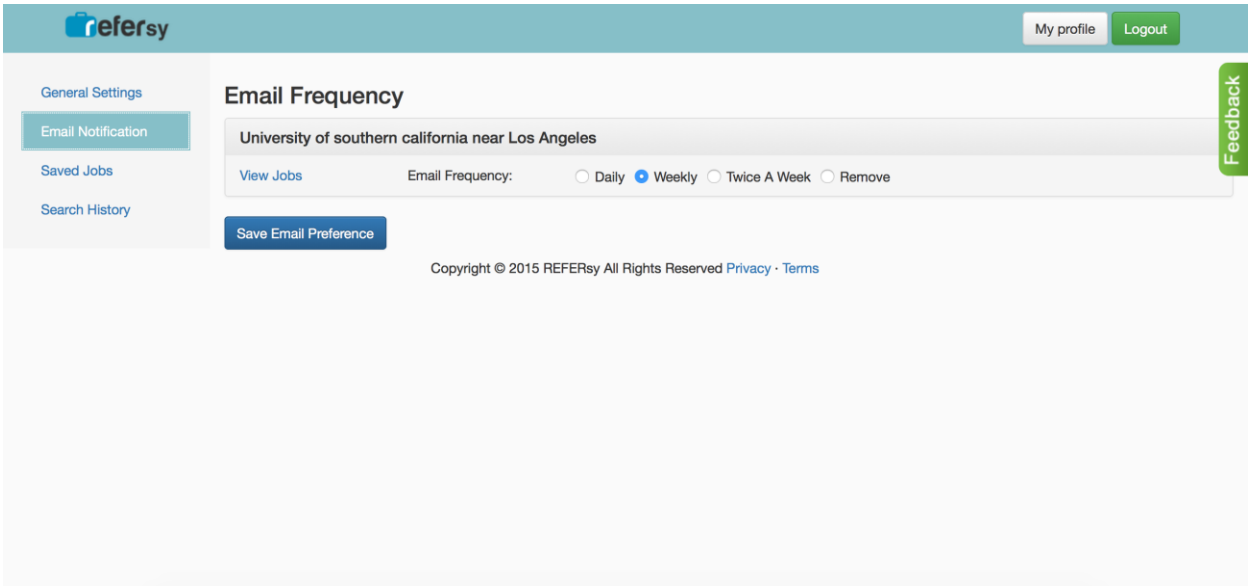
The users can adjust general setting, email notification, saved jobs, and search history in my profile. In the general setting webpage, the users can edit the email or password, log out or fresh the social network contacts information.

Figure 18. General Setting



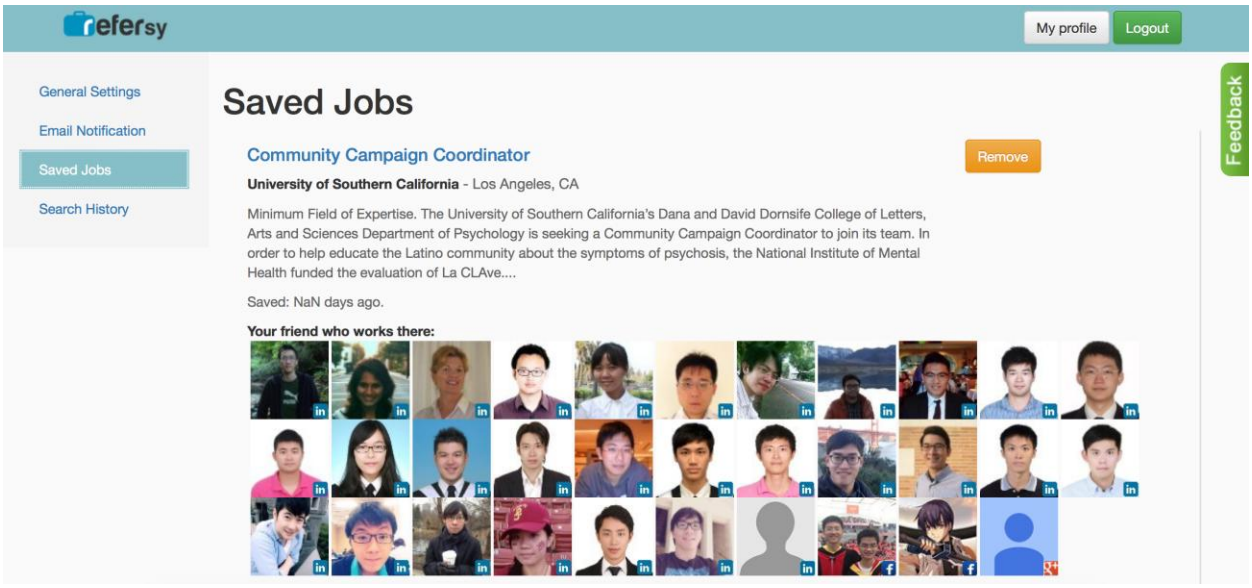
The users can adjust email frequency or remove email frequency in email notification setting.

Figure 19. Email Notification Setting



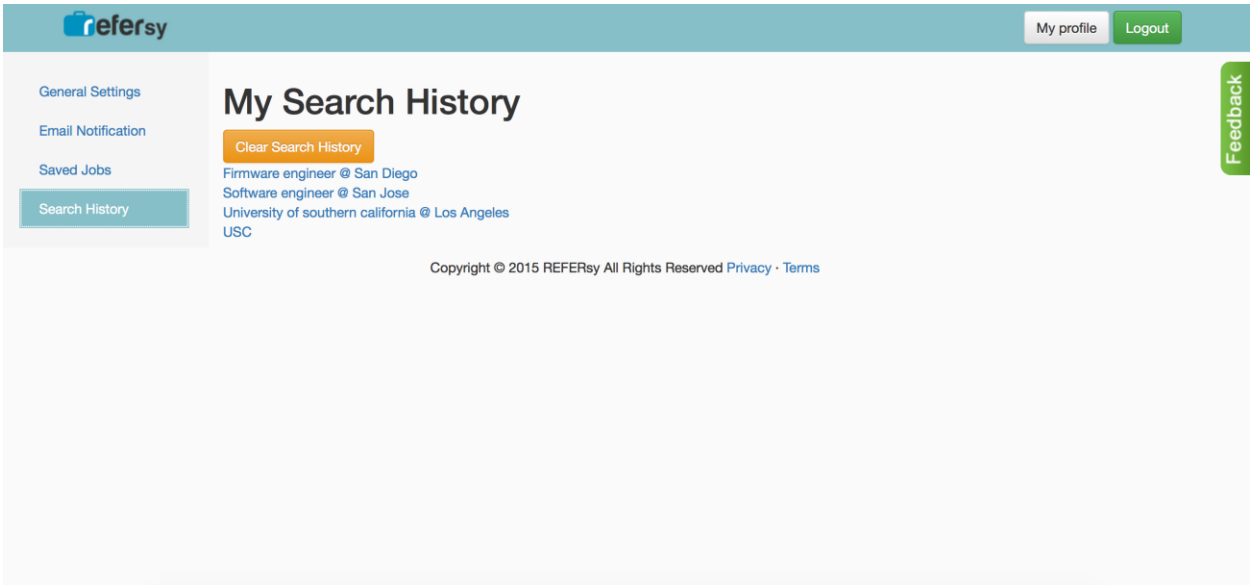
The users can see their previous saved job in Saved Jobs. If the users are no longer interested in the job, they could remove the saved job.

Figure 20. Saved Jobs Setting


refersy
My profile
Logout
General Settings
Email Notification
Saved Jobs
Search History
Saved Jobs
Community Campaign Coordinator
Remove
University of Southern California - Los Angeles, CA
Minimum Field of Expertise. The University of Southern California's Dana and David Dornsife College of Letters, Arts and Sciences Department of Psychology is seeking a Community Campaign Coordinator to join its team. In order to help educate the Latino community about the symptoms of psychosis, the National Institute of Mental Health funded the evaluation of La CLAve....
Saved: NaN days ago.
Your friend who works there:
Feedback

The users can see their previous search history in Search History. The users can also clear previous search history here.

Figure 21. Search History Setting



4. Troubleshooting

4.1 Frequently Asked questions

Question 1: Why can't I successfully connect to social networks?
Answer: Please log in your social network account to check the privacy setting and make sure that you allow REFERsy.com to access your information.

Question 2: Why does it say my Google+ account is linked with another account?
Answer: It is possible that you have already created an account with REFERsy.com. If you do not want that account any more and want to associate your Google+ account with your new REFERsy.com account, you can go to your Google+ Application setting, remove REFERsy.com first. Then, you will be able to link your Google+ account with your new REFERsy.com account.

Question 3: Why there is no search result?
Answer: Please check if you fill in the valid job description and location. If you selected "Only show jobs in my network", there might be no friend satisfied with your search criteria.

Question 4: Why can't I see some of my Facebook or Google+ friends?
Answer: Your Facebook or Google+ friends may not be using REFERsy.com. Please invite them to try out this new job search website!

Question 5: Why there exists one of my friends who work at specific company, but the search result does not show the company?
Answer: Please check if you fill in the full name of the company instead of abbreviation.

4.2 Error Codes and Messages

Figure 22. Use the email address used by other user

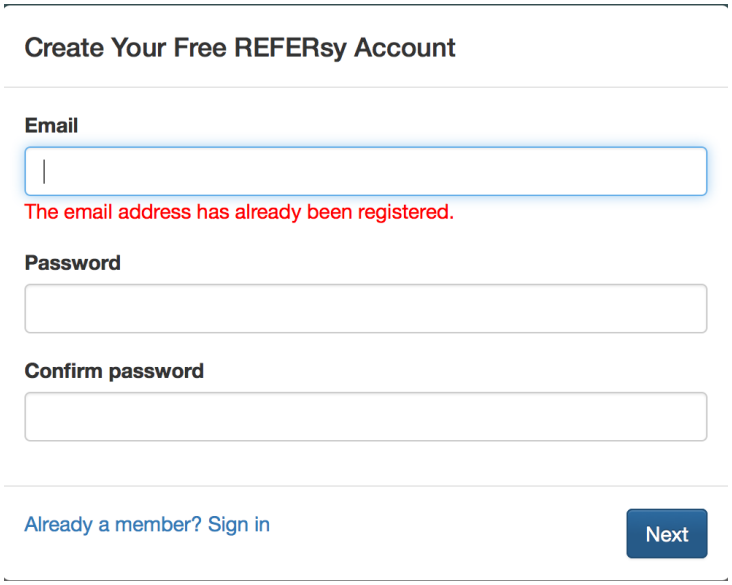


Figure 23. Password Confirm Error

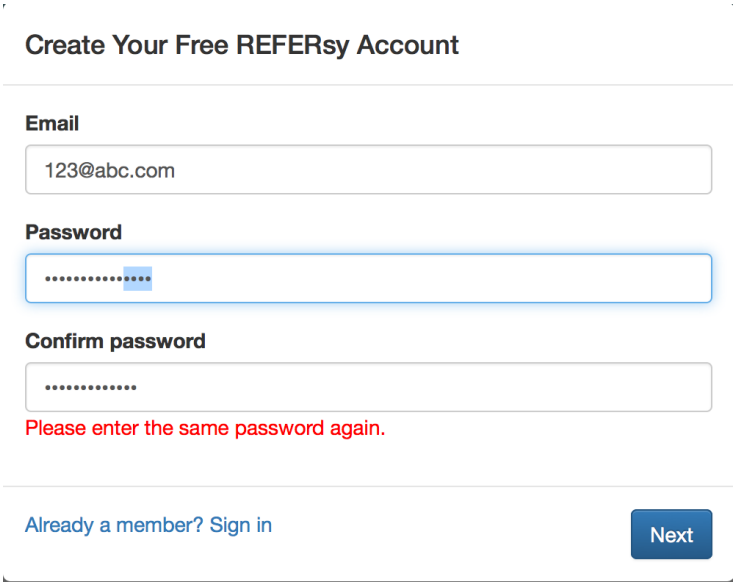


Figure 24. Sign in with wrong email or password

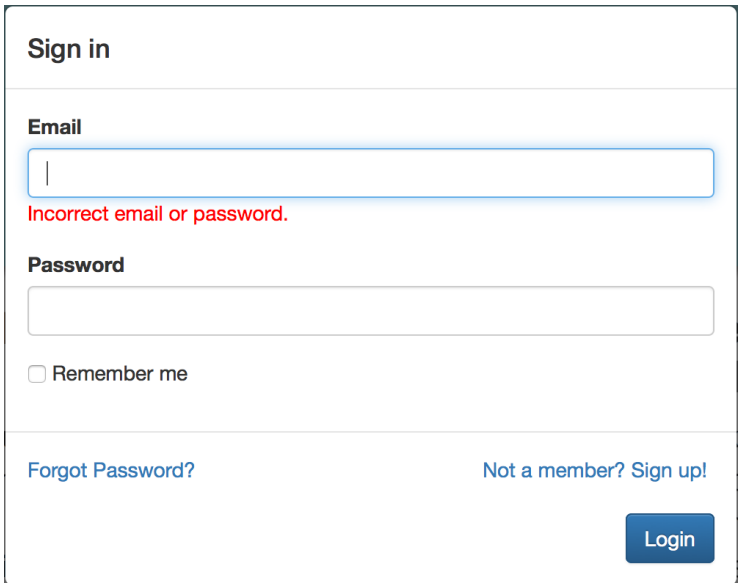


Figure 25. Use invalid job description or location